# Taking Notes: It’s Not Rocket Science

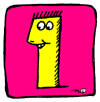
**Posted on February 13th, 2002 by Barbara Jansen**

The key to good note taking is writing what is important in as few words as possible and then being able to use the information later.

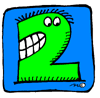
First, you will need to have a good organizer on which to take the notes.

Next, it is time to take notes from your sources. You should write only those words that answer your question. Save your energy for using the notes in the final product.

Here’s how to write only the words that answer your questions. It is called **Trash-n-Treasure** and is very easy to learn.



Find the section or page that you think will answer your question.



Read the first sentence. Does it answer or help answer the question? If not, go to the next sentence because it is **trash** (to you).

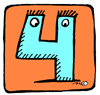
If it answers the question, look at words and phrases. Ask yourself: “Which of these words and phrases answer my question?” Those words and phrases are the treasure you are seeking. You don’t need to use any of the words that are just filler.

Trash – Cross Out – prepositions (at, by, within, from, in), adjectives, adverbs, articles (a, an, the). Most words with ≤ 4 letters.

Treasure – Keep – nouns, proper nouns, and verbs



Record the **“treasure”** words on the appropriate place on your note-taking organizer.



Go to the next sentence and repeat numbers 2 and 3. Do this until the section is finished.

Now you must cite your sources! This means that you must give credit to the books, web sites, and other materials that you used. Ask your teacher or librarian how you should cite your sources. If your teacher or librarian does not have a particular way they want you to cite, use this one. If you use one of the note taking organizers above, they have a space for citing the source.